



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, April 18, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA:** April 18, 2017
- 4. APPROVAL OF MINUTES:** March 21, 2017
- 5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 6. CONSENT CALENDAR:**
- 7. NEW BUSINESS:**
 - a. Treasurer's Report – March 2017
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
 - c. Receive and File Minutes of Events Committee (Tessier)
 - d. Review Job Assignments for Facility Attendant Position (Brewer)
 - e. Senior Deck Replacement Update (Brewer)
- 8. UNFINISHED BUSINESS:**
- 9. EXCLUDED CONSENT:**
- 10. ITEMS FROM STAFF:**
- 11. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
 - a. Facilities Subcommittee – Report
- 13. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Senior Citizens Advisory Board March 21, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:03 a.m. Board Members Present: Chair Goff, Vice Chair Green, Hayes, Carmichael, Kreisel and, Tracey. Board Members Absent: Luzaich and Treasurer Hornung. Staff Present: Brewer, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Green led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Kreisel/Green** to approve the agenda of the March 21, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the January 17, 2017 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – February 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for February 2017.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier said that the last "Living Well" classes went well and they wanted to offer them again in the fall. **MSC Carmichael/Green** to offer the "Living Well with Chronic Conditions" class in the fall. Approved unanimously.
 - d. Receive and Approve Volunteer Party Budget and Summary – Supervisor Tessier reported that the Volunteer Committee's Hawaiian Luau went well and came in under budget.
 - e. Review Senior Citizens Advisory Board's Annual Goals and Discuss Pending Goals – Superintendent Brewer reported that the Senior Center has already completed many of their goals for the year such as the new menu item per month on the Senior Center lunch menu and forming a sub-committee to review facility maintenance. Board Member Carmichael asked that an asterisk be put on the lunch menu for any new item offered. Superintendent Brewer added that they

had also offered new seminars and classes and placed the bocce ball court resurfacing project into the 2017/18 Fiscal Year Budget. Staff will continue to work with the Advisory Board toward the completion of the remaining goals.

- f. Review Senior Citizens Advisory Board's Bylaws and Recommend Additional Language – Superintendent Brewer presented an updated version of the Senior Citizens Advisory Board bylaws that included revised language and would be presented as an amendment to the document. The Senior Advisory Board reviewed the bylaws and Superintendent Brewer said they will now be brought to City Council for consideration and approval.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel asked if staff could request additional garbage pick-up during event rentals of the Senior Center. Superintendent Brewer replied she would contact Recology to change the garbage pick-up days to twice a week to assure there would be a pick-up before and after the weekends. Board Member Kreisel also requested details on the security requirements for rentals and Superintendent Brewer replied that the Police Department decide whether or not rentals require security and the facility attendants assure that the rentals are following security guidelines. Board Member Kreisel also requested a job description for the building attendants and Superintendent Brewer said she would make sure to add it in the next month's agenda. Superintendent Brewer also requested for the Facilities subcommittee to set a date for their next meeting and they agreed to Wednesday, March 29, 2017.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff**, adjourned the meeting of the Senior Advisory Board at 10:07 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

MARCH 31, 2017

Checking Account Balance 2/28/2017	\$ 13,816.23	
Interest	\$ 0.56	
Deposit	\$ 135.00	
Checks	\$ -	
Fees		
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Checking Account Balance 3/31/2017		\$ 13,951.79
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016		\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 8,651.47	
Deposit made to City account March	\$ 401.05	
Deposit made to City account March	\$ 187.80	
Deposit made to City account March	\$ 364.85	
Deposit made to City account March	\$ 275.01	
Amount deposited to City this fiscal year		\$ 9,880.18
TOTAL NET WORTH MARCH 31, 2017		\$ 171,174.57

2016-17 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3	4	1	6	1	3	1	2	2			
Shopping	8	3	1	2	5	3	2	0	7			
Transportation	7	3	3	2	4	2	7	6	4			
Assisted Living	9	2		1	4	2	3	0	4			
Legal	5	4	3	1	1	4	3	2	0			
Insurance	3	1	2	0	2	2	4	1	1			
Welfare Check	0	2	1	1	1	0	5	1	0			
Health	0	0		1	0	0	0	0	0			
Counseling	3	1		1	1	0	1	0	3			
Clean/Repair	7	7	5	1	2	3	4	4	5			
General	8	4	2	6	5	4	8	3	1			
Monthly Total	53	31	18	22	26	23	38	19	27	0	0	0

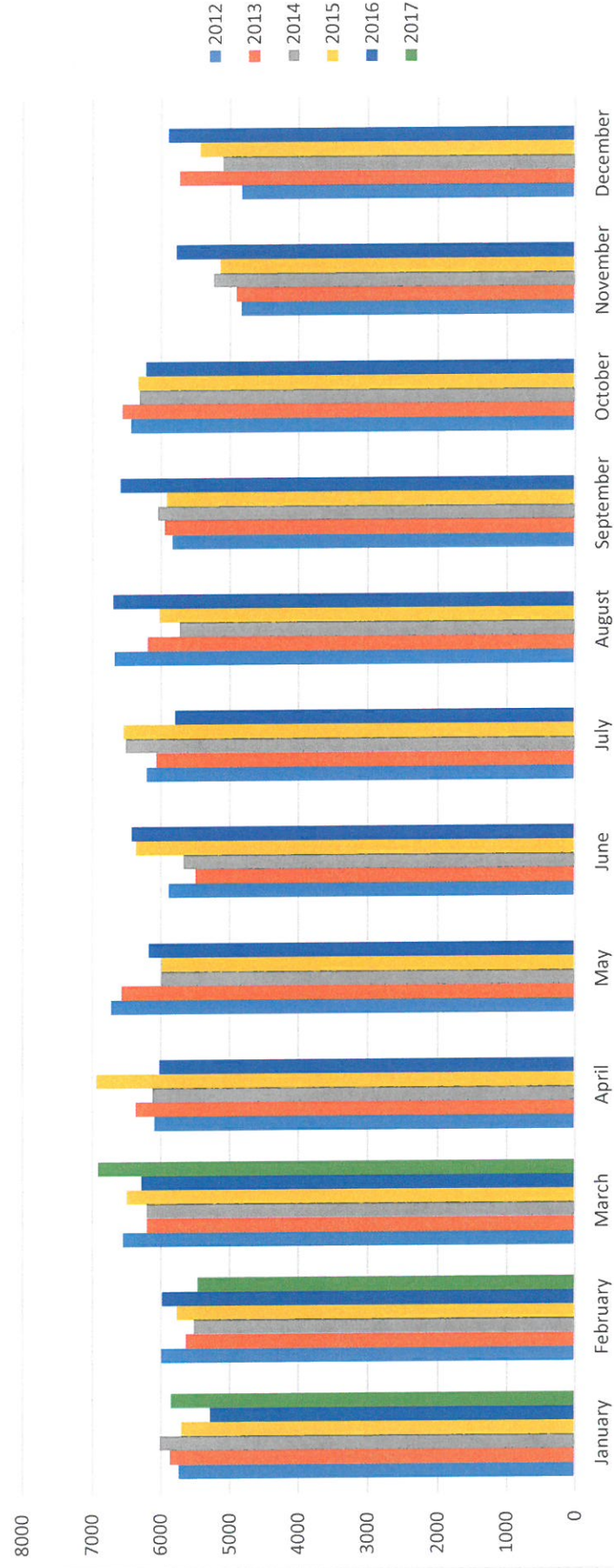
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Nutrition Site Program - March 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Wed	1	135	112	23	135	22.00
Thur	2	70	58	8	66	11.00
Fri	3	80	67	10	77	11.00
Mon	6	115	96	15	111	11.00
Tues	7	85	69	14	83	11.00
Wed	8	130	107	20	127	
Thur	9	80	58	22	80	16.50
Fri	10	80	71	8	79	11.00
Mon	13	105	85	19	104	16.50
Tues	14	85	66	16	82	0.00
Wed	15	120	92	27	119	11.00
Thur	16	80	74	5	79	0.00
Fri	17	225	221	0	221	0.00
Mon	20	100	81	16	97	5.50
Tues	21	85	74	8	82	11.00
Wed	22	130	113	16	129	11.00
Thur	23	75	66	6	72	11.00
Fri	24	85	72	12	84	5.50
Mon	27	105	91	12	103	11.00
Tue	28	85	61	21	82	16.50
Wed	29	125	109	16	125	5.50
Thu	30	65	56	9	65	11.00
Fri	31	100	84	14	98	5.50
Total		2345	1734	317	2300	214.5

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908									

Historical Sign-In Data



EVENTS COMMITTEE

April 10, 2017

Members in attendance were Kathy Gregory, Tammy Manini and Raoul Epling. Mary Tessier was in attendance.

Minutes for the March meeting were approved as written.

1. The March **Movie** will be held on the first Friday and will be "Fences". 25 people attended the March movie: "Loving" and gave it good reviews. Other movie ideas are: "Arrival", and "Lion".
2. **Classes & Programs:**
90 seniors participated in the Health Screening on March 24th. It was pouring rain on that day, so some of the registered participants did not make it.
The monthly Birthday Club is going well. There were 62 people in March and April is sold out.
A volunteer would like to lead a monthly crochet class. Another volunteer would like to have an American Mahjong group. She is willing to teach people, but has a group of four who would like to play weekly.
The Committee recommends that we post signs to see if there is interest in a Crochet class and a Mahjong group.

The Sunday Line Dance instructors would like to raise the cost of the dance from \$5.00 to \$7.00. The instructors have discussed this possible raise with the students and they are willing to pay this amount. ***The Committee recommends that we raise the First Sunday Line Dance admission to \$7.00.***
3. **Presentations:**
The Decluttering and Downsizing session will be held on April 20th. There will be a session on Vision Loss and Aging on April 27th and a presentation on Dementia and Memory in May. Kathy spoke to her friend about doing a presentation on "Hidden Children of WWII" and she is available. We will pick a date in June for this presentation.
4. **Trips:**
39 people are on the Graton Casino trip today. The "Chorus Line" trip in March went well, except the restaurant was not well prepared for a large group. The Occidental trip in May is filling up quickly. Dorothy has arranged for an Architectural Tour of San Francisco with Craig Smith on June 30th. Flyers and a sign-up sheet are now available for that trip.
5. **Parties:** Mary & Raoul are working on the schedule for The Variety Show on April 21st. Mary booked the "South Bay Jammers" for Mother's Day; the "Full House Band" for Father's Day and the "Hot Rods" for the Independence Day Party. Manny will have is Elvis Show and Dance Party on July 29th. In August, we will have Joni Morris and her band for a Western Party. The Paul Fontes Trio is booked for New Years.
6. ***The next Events Committee Meeting will be on May 8th at 10:00 am.***



COMMUNITY SERVICES DEPARTMENT

DATE: April 18, 2017
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review Job Assignments for Facility Attendant Position

BACKGROUND:

In 2015, the City Council approved funding for a Facility Attendant to work at the Senior Center during the day hours. The intent of this position is for the Facility Attendant to be available during the peak hours of Senior Center programming to provide assistance to the staff.

DISCUSSION:

The Facility Attendant's position includes the following job assignments:

- Set Up of tables and chairs
- Breakdown of tables and chairs
- Light custodial such as cleaning of spills and bathrooms
- Ongoing bathroom restocking
- Inventory supplies and organizing closets and cabinets
- Data entry
- Moving divider wall for classes
- Meeting and BINGO set up
- Set up and break down of sound equipment for classes
- Substitute van driver

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



COMMUNITY SERVICES DEPARTMENT

DATE: April 18, 2017
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Senior Deck Replacement Update

BACKGROUND:

In January of 2016, Senior Advisory Board members visited Sierra Point Lumber to view the proposed composite deck material. The contractor supplied samples of the deck and fastening material as well as literature regarding the durability and fire ratings. The Board Members in attendance were pleased with the material and agreed with the selection of composite material for the new deck.

DISCUSSION:

Shortly thereafter, the San Bruno Public Services Department began the process of developing the specifications for the project. Most recently, the Public Services Department conducted a review of the drawings. Recently, at the request of the City Council, the project was expanded to include the replacement of the hand railing. The public bid process will commence in the beginning of May. The anticipated date for the project to be presented for City Council approval is in July. Replacement of the deck at the Senior Center is anticipated to begin in August.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.